

10 November 1981

## CIA LANGUAGE INCENTIVE PROGRAM

### 1. General

a. The CIA Language Incentive Program is intended to reward job-related utilization of foreign languages primarily in a foreign environment and encourage achievement and maintenance of proficiency in selected foreign languages in both foreign and domestic assignments.

b. Each directorate will (1) identify language units and determine the languages, language skill(s), and proficiency levels required within each unit and (2) identify incentive languages for the Achievement and Maintenance Programs. Any language may be designated an incentive language when a Deputy Director finds it necessary to encourage study in that language to meet the directorate's current or projected language needs. Each directorate, in coordination with the Language Development Committee (LDC), will draw up its own list of incentive languages for Achievement and Maintenance Awards.

### 2. Eligibility

a. All full-time staff employees, staff agents, career associates, and other contract employees are eligible for Language Use Awards (LUA) which take the form of an addition

to compensation for job-related utilization of a foreign language and for Language Achievement (LAA) and Maintenance Awards (LMA) in the form of lump sum payments. Language specialists, i.e., those employees hired primarily for their competence in a foreign language(s), are ineligible for LUAs when occupying language specialist positions in which they use the language(s) or a mutually intelligible language for which they were hired. Language specialists are eligible for LUAs in cases where they meet the required level or level 3 (whichever is higher) in a new language which fills a serious operational need and requires an exceptional effort.

b. Part-time employees who work at least 20 hours per week are eligible for full Achievement and Maintenance Awards and, at the option of the directorate, may be eligible for Language Use Awards on a prorated basis.

c. New employees can become eligible for Language Use Awards upon the successful completion of one year of their three-year trial period. Achievement and Maintenance Program designations do not require the one-year trial period.

d. To be eligible for a Language Use Award, an employee must fulfill a Unit Language Requirement (ULR). The employee is eligible only during tenure in the ULR designated position.

e. To be eligible for participation in the Achievement and Maintenance Awards Program, an employee must:

(1) Be designated as a participant in the program by the employee's directorate.

(2) Have a tested or certified proficiency level in the specified incentive language which is documented in Agency records at the time of designation as a participant.

### 3. Policy

#### a. Language Use Awards

(1) Language Use Awards (LUA) are based upon Unit Language Requirements (ULR) which must specify the regular use of foreign language(s) in the position as a major ingredient in effective performance of the job, and conforms to the following criterion:

Creating a Unit Language Requirement depends on whether or not the specified language is truly essential in the sense that a ULR incumbent must have the required level of language proficiency as an integral part of his or her general qualifications and without which an incumbent cannot perform at the specified level or requires either interpretation or translation assistance to do so.

(2) Each directorate has the authority to designate Unit Language Requirements; however, in order to maintain

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common inter-directorate standards, Headquarters Unit  
Language Requirements must be approved by the Director  
of Personnel with the advice of the Language Development  
Committee.

(3) The maximum compensation is currently \$50  
per bi-weekly pay period for participation in the  
Language Use Award Program.

(4) A full (\$50) LUA will be granted where  
qualification is accomplished by full compliance with ULR  
and minimum proficiency requirements or by falling within  
the primary language or primary skill exceptions. The  
circumstances in which a full LUA will be awarded are:

(a) The incumbent meets the ULR requirements  
or possesses at least Minimum Professional  
Proficiency (Level 3) (whichever is higher)  
in the required language(s) and skill(s).

(b) Primary language exception: In instances  
where the ULR requires that the incumbent possess  
proficiency in two or more languages, at least  
one of the languages may be designated Primary (P):  
the other(s) Secondary (S). The incumbent must  
meet the requirement for the Primary language(s)  
at the required level or at the "3" level  
(whichever is higher) and meet the Secondary  
language(s) requirement at the level stated in  
the ULR.

(c) Primary skill exception: For Group III languages (Japanese, Chinese, Korean, Arabic) with difficult writing systems where speaking and understanding are of primary importance, the incumbent must meet the requirement for the Primary (P) skills at the required level or at level 3 (whichever is higher) and meet the Secondary (S) skill requirement at the level stated in the ULR.

(5) A partial Language Use Award of \$25 will be paid to full-time employees occupying a Unit Language Requirement (ULR) if the employee has a valid proficiency test on record which is not more than one full level below level "3" or no more than one full level below the ULR if the ULR is for levels higher than level "3". Partial awards will also be paid to employees occupying dual language requirement positions for partially qualifying in one of the two required languages. Partial Use Award payments are effective 1 December 1980.

(6) If an employee has been paid a partial LUA (\$25) based on a Recorded Oral Proficiency Examination (ROPE) score of less than the required level, the employee will be paid an additional \$25 per pay period for the

time frame established by the ROPE if the employee is tested at the required proficiency level for a \$50 award upon return to Headquarters.

(7) In overseas language units where the ULR requires comprehensive skills (reading, speaking and understanding), Language Use Award eligibility will be established by the speaking proficiency test alone if a reading test cannot be administered.

(8) the proficiency level will be confirmed by testing administered or authorized by the Office of Training and Education (OTE). If circumstances do not permit official verification of proficiency during the duration of an employee's designation to the program, the normal three year limit of test validity may be extended to five years.

(9) If an employee does not possess Minimum Professional Proficiency when initially assigned to a ULR position but acquires it during the employee's tenure on the job, the employee may receive retroactive payment by establishing a tested proficiency at the required level upon return to Headquarters. The employee will only be eligible for retroactive payment for a Language Use Award for the period

following the first year in the assignment. The presumption is made that the required proficiency was acquired during the first year; therefore, retroactive payment will only be made for the subsequent time period.

b. Language Achievement Awards

(1) Language Achievement Awards are intended to reward acquisition and/or increased proficiency in language competence and will be granted to designated employees for achievement or upgrading of language proficiency in an incentive language.

(2) Language Achievement Awards will be granted in accordance with the following schedule:

Achievement Awards Payment Schedule

<u>Language Groupings</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Group I			900	1100
Group II		900	1100	1300
Group III	800	1100	1300	1500

a. One-half of the full award for reading, speaking, and understanding will be determined by the level achieved in reading, and one-half of the award will be determined by the level achieved in speaking, regardless of the level achieved in understanding.

(b) Single awards for reading or speaking or understanding will be one-half of the total award. A single award will be made for understanding only when no other award has been made in the same or mutually intelligible language at the same level and when understanding is identified on the nomination form as a specialized or primary skill.

(c) Language Achievement Awards are cumulative, e.g., a participant with no language proficiency designated to achieve a "3" level of a Group II language could earn \$2,000.

(3) No awards will be granted for language skills achieved prior to the designation of a language as an incentive language or prior to the designation of an employee as a participant in the program. In cases of administrative oversight, retroactive designations of employees as participants in the program may be requested by the directorate concerned, subject to approval by the Chairman, LDS. Designation of incentive award languages will not, however, be made on a retroactive basis under any circumstances.

(4) Employees who attain a "5" level proficiency through a proven record of learned (not native) ability may be nominated by their directorate for a special Achievement Award. Chairman, Language Development Committee must approve the award on the basis of supporting evidence submitted with the nomination.



The cash award will amount to the level 4 payment plus \$200. Awards may be paid retroactively, but not prior to 22 January 1981.

c. Language-Maintenance Awards

- (1) Language Maintenance Awards are intended to reward the retention of language skills by employees where there is immediate or potential benefit to the Agency in meeting language needs.
- (2) Directorates will designate Language Maintenance Awards for maintenance of proficiency in an incentive language at Full Professional Proficiency (Level 4) or below provided the employee has been a recipient of an award for less than eight consecutive years.
- (3) Maintenance Awards will be granted for maintaining the level established upon nomination to the program. The level to be maintained will be determined by the sponsoring office, within the limits established in the award payment schedule and be based upon projected assignments.
- (4) Maintenance Awards will be paid one year from the date of nomination to the program if the employee possesses a valid proficiency level at the time of nomination. If the employee does not possess a valid proficiency level, the award will be granted one year from the date of the test which meets or exceeds the designated proficiency level to be maintained.

(5) An employee is not eligible for a Maintenance Award and a Language Use Award for the same language during the same time period.

(6) Payments for maintenance will be made in accordance with the following schedule.

Maintenance Awards

<u>Language Groupings</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Group I			450	550
Group II		450	550	650
Group III	400	550	650	750

a. The Maintenance Award will be determined by the proficiency level maintained in either speaking or reading or understanding. An award for the understanding skill alone will be made only when understanding is identified in the nomination as a specialized or primary skill.

b. No partial payments will be made; all maintenance requirements must be met to qualify for a maintenance award, e.g., an employee who is required by the directorate to maintain proficiency at the 3 level for reading, speaking and understanding must demonstrate the required proficiency in all skills to receive the award. A demonstrated proficiency in more than one skill will not increase the award.

c. An employee may receive only one Maintenance Award for maintaining proficiency in mutually intelligible languages.

d. The number of Maintenance Awards paid to one employee per year will be determined by the sponsoring component based upon future use of the language capabilities possessed by the employee.

4. Procedures

a. Language Use Awards

(1) Operating Officials will establish language units and determine Unit Language Requirements (Form 3401, Language Requirement Change Authorization) and will authorize LUA payments to employees (Form 4120, Language Use Award Authorization).

(2) Operating officials are required to submit Headquarters ULR position designations to the Director of Personnel for approval.

b. Language Achievement Awards

(1) Operating officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation) and will authorize payment of award (Form 3289 Language Achievement and Maintenance Award Authorization).

(2) The Office of Training and Education will verify employee's achievement level (Forms 3268 and 3289).

(3) An award is made after a designated participant in the program has been tested and certified by CTE for achievement of an awardable level of proficiency in an incentive language for the first time, or for progress from a previously established and recorded proficiency base to a higher proficiency level in the designated language. A participant

must be tested to provide a basis for awards if there is a recorded claim or tested proficiency which has not been validated since 1 January 1970. An award may be earned only once in the same language for each awardable level of proficiency achieved.

(4) An employee designated as a participant in the language achievement program in one language who already possesses a skill in a mutually intelligible language, such as Hindi/Urdu or Thai/Lao, can receive an award in the new language only after attaining a higher proficiency level than the tested level in the mutually intelligible language. Lists of the mutually intelligible languages are available from training officers.

(5) Upon receiving an award or awards at the originally designated level or levels, an employee must be redesignated by the directorate as a participant in the program to be considered for further awards.

(6) An employee who has been designated as a participant in the program and who enters formal language training will be tested for proficiency to determine eligibility for an award only at the completion of the training. Other designees to the program may be tested when their supervisors believe an awardable level has been reached. Proficiency

tests for Achievement Awards will not be repeated within a six-month period unless language training has occurred within that period. A participant who has reached two or more levels without receiving an award may qualify for two or more achievement awards at the same time.

c. Language Maintenance Awards

(1) Operating officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation) and will authorize payment of award (Form 3289, Language Achievement and Maintenance Award Authorization).

(2) The Office of Training will verify an employee's maintenance level (Forms 3268 and 3289).

d. Proficiency Testing and Verification Procedures

(1) Direct oral interviews by OTE Language School instructors and Language School developed reading tests are the preferred methods to assess oral and reading proficiencies. If the employee to be tested cannot be tested at the Agency Language School or by a Language School instructor in the field, the following procedures may be applied:



(b) Telephone tests may be administered when security considerations permit.

(c) In exceptional circumstances, i.e., when no other testing means can be used in a timely manner, Recorded Oral Proficiency Examinations may be administered in the field.

(2) Proficiency tests for Maintenance Awards will not be repeated within a six-month period unless formal language training has occurred within that period.

(3) Proficiency tests and/or other means of verification of language competence will normally be considered valid for three years. At the option of the Directorate the period of test validity may be extended to five years for Language Use Awards (See 3.Policy, a.8) or reduced to two years for Maintenance Awards.

(4) Employees who are recipients of Language Use Awards and who possess native (5 level) proficiency in the required skill(s) do not need to be retested to remain eligible for the award, provided a test has been administered after 1 January 1977.

5. Responsibilities

a. Directorate operating officials will:

(1) Establish language units, determine Unit Language Requirements and authorize individual employees for Language Use Awards.

(2) Nominate individual employees as participants in the Achievement and Maintenance Programs and authorize payment of Awards.

(3) Identify incentive languages for the Achievement and Maintenance Programs.

(4) Submit guidelines and administrative procedures to the Language Development Committee for review.

b. The Director of Training and Education will:

(1) Test and/or verify the proficiency level of personnel designated to the program.

(2) Provide administrative support for the program and maintain records of participants and awards granted.

(3) Provide statistical reports on the program for the Language Development Committee.

(4) Initiate Language Achievement and Maintenance Award Authorization (Form 3268) for completion by sponsoring component.

(5) Establish proficiency criteria for the program.

c. Language Development Committee will:

(1) Prepare an annual report to include an assessment of the Language Incentive Program.

(2) Advise the directorates on Language Incentive Program policy and procedures.

(3) Review directorate guidelines and administrative procedures to ensure uniformity within the Agency.

- (4) Annually review the lists of incentive languages.
  - (5) When required, approve special Achievement Awards.
  - (6) Approve retroactive designations of employees to the Achievement Program in instances of Administrative oversight.
  - (7) Assist in the identification and designation of languages in the Achievement and Maintenance programs.
  - (8) Give guidance to the Director of Personnel concerning the approval of Headquarters' ULR designations submitted by the directorates.
- d. The Director of Personnel will:
- (1) Approve the designation of Headquarters Unit Language Requirements submitted by directorate operating officials.
  - (2) Consider the recommendation of the Language Development Committee when approving Headquarters ULRs.



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Draft Notice - Language Incentive Program

DD/A 802100/12

81-1421, 12

FROM: <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> Chief/Language School		EXTENSION	NO.	DATE 10 November 1981
TO: (Officer designation, room number, and building)		DATE RECEIVED      FORWARDED		OFFICER'S INITIALS
1. Language Development Committee Members:				<p>1. Language Development Committee policy has been to pay Achievement Awards at a maximum level of 4. The intent of this policy is to automatically exclude native speakers from eligibility for those awards. An exception was made to this policy for those few employees who achieve 5 level through learning. We have treated this exception under 3. Policy b. (4) on page 8 and prefer to treat it as an exception rather than add a level 5 to the Achievement and Maintenance Awards schedule. Including a 5 level payment schedule will require endless explanation. We believe excluding the 5 level on the payment schedule is the most prudent approach administratively and will do no harm to the few who earn this award. A 5 level award will be handled by an individual memo which establishes the "learned" aspect of the award rather than submitting form 3268 which is the normal procedure.</p> <p>2. Changes suggested in the 28 October LDC meeting are incorporated in this draft plus as much simplification as possible. Please return to C/LS by 18 November with further corrections, suggestions, deletions or additions. Thanks.</p> <p style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">[Redacted]</span></p> <p>2. to 10.</p> <p>No suggestions or corrections.</p>
2. Chairman 7D18 HQ				
3. DDO Representative 2C20 HQ				
4. NFAC Representative 2F24 HQ				
5. O/DCI Representative 1006 Ames Building				
6. DDA Representative 7D18 HQ				
7. DDS&T/STO (FYI) 6E45 HQ				
8. NFAC/STO 2F42 HQ				
9. DDS&T Representative 412 Key Building				
10. <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> Chief, Language School				
11. 426 CoC				
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